The format of the lab report is:

I. Title Page that includes: title, authors, due date of report

II. Less than one page executive summary. In this you should:
   • Describe the goal of the experiment
   • Describe how that goal was obtained – experimental methods used, empirical relations used, data processing methods used, etc.
   • Define scope (any constraints or requirements specified for the experiment; assumptions)
   • Give a description of the results (list values, list comparison percentages, list errors, list ranges, etc, giving importance and validity of these values).

III. Introduction (What, Why and How): Give goals, describe methods, define scope

IV. Results (Tables and Graphs). All calculated values. Give an equation, then give the pertinent values produced by that equation (don’t forget assumptions – but talk about validity of these assumptions in discussion section). Any data/values/equations needed to support the statements made in the discussion.

V. Discussion in which you address each of the questions posed in the document describing the experiment.

VI. Appendix: (A) listing of the students who participated and a table showing the level of their contribution (B) Raw Data (C) Details of any calculations (D) program listing if used.

Remember:

• Put all of the painful details in the appendix. Use the main body of the report for a summary of all results, recommendations, and important figures or graphs. Don’t bore the reader.

• The audience’s purpose in reading the report is to determine whether or not the writers understand the material